

22 October 1958

TERMS OF REFERENCE

CIVILIAN-MILITARY LIAISON COMMITTEE
TO THE
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
AND THE DEPARTMENT OF DEFENSE



ORGANIZATION

1. A Civilian-Military Liaison Committee is hereby established, pursuant to Section 204 of Public Law 85-568, known as the National Aeronautics and Space Act of 1958, hereinafter called the "Act".

OBJECTIVE

2. The role of the Civilian-Military Liaison Committee, hereinafter called the "Committee", is set forth in Section 204 (b) of the Act as follows:

"The Administration and the Department of Defense, through the Liaison Committee, shall advise and consult with each other on all matters within their respective jurisdictions relating to aeronautical and space activities and shall keep each other fully and currently informed with respect to such activities."

FUNCTIONS

3. The Committee will:

- a. Provide a channel for official advice, consultation and exchange of information and maintain a flow of this information adequate to keep the Administration and the Department of Defense, including the military departments in their respective areas of interest, fully and currently informed of each other's aeronautical and space plans, programs and activities.
- b. Encourage and facilitate contacts between the Administration and Department of Defense at appropriate levels and in all areas which will provide for the most effective use of relevant national assets in skills and facilities.

- c. When requested by the Administrator, National Aeronautics and Space Administration, or the Secretary of Defense, study and recommend courses of action where jurisdictional differences between the Administration and the Department of Defense have arisen, or might arise, unnecessary duplication of effort might develop, or coordination of jointly sponsored or related programs is required.
- d. Perform such other functions as may be assigned from time to time by the Administrator, or the Secretary of Defense.

MEMBERSHIP



- 4. The Committee shall consist of:
 - a. A Chairman who is the head thereof and who is appointed by the President.
 - b. Four representatives to be assigned by the Secretary of Defense, one of these representatives will be from the Department of Defense and one representative from each of the Departments of the Army, Navy, and Air Force.
 - c. Four representatives to be assigned by the Administrator.
 - d. The Administrator and the Secretary of Defense may appoint alternates to serve on the Committee in the unavoidable absence of the designated representatives.

PROCEDURE

- 5. Rules of procedure for the Committee:
 - a. The Committee shall meet at least once monthly at the call of its Chairman, and at such other times as the Committee may fix.

- b. Conclusions, findings and recommendations of the Committee (including dissents and non-participation, if any) shall be reported to the Administrator and the Secretary of Defense.
- c. The Chairman shall convene and preside over meetings of the Committee, direct the secretariat, and serve as a representative of the Committee, as required.
- d. The Chairman may, in case of temporary incapacity, designate one of the representatives to preside or act otherwise on his behalf.

ADMINISTRATION



6. The Chairman is authorized to:

- a. Establish a small secretariat consisting of one Assistant to the Chairman, who shall also serve as secretary to the Committee; and adequate stenographic-clerical staff.
- b. Draw upon the members of the Committee for ad hoc secretariat assistance for specific tasks. During such ad hoc assignments, personnel so assigned shall be acceptable to and solely responsible to the Chairman.
- c. Obtain administrative support for the Committee and the secretariat from the Administration and the Department of Defense as needed, including office space; facilities; budgetary, legal, and clerical help.